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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Executive Officer

DATE: 23 August 1955

FROM : Chief, Instructional Services Branch

SUBJECT: Weekly Activity Report No. 34  
17-23 August 1955I. SIGNIFICANT ITEMS

None

II. OTHER ACTIVITIES

25X1 1. [ ] discussed  
with C/ISB and C/Library Section/ISB the availability of published  
25X1 materials needed for research and study in the preparation of a revised  
[ ] Manual. The Library Section was able to immedi-  
ately furnish, on loan, a total of 79 documents: 4 case studies, 5  
bibliographies, and 70 lesson plans (Phase II). Additional materials  
will be made available to the group upon request.

25X1 2. A sterile edition of the Glossary of Intelligence Terminology  
has been compiled under the direction of the Overseas Branch/Ops School,  
and 150 copies will be reproduced using the mimeograph process. The  
estimated completion date is 26 August 1955. The Overseas Branch, Miss  
[ ] Acting Chief, will control dissemination of the edition.

25X1 3. Telephone Directory--CTR. Personnel listings have been received  
by ER/[ ] and the ditto masters will be typed and proof-read. 150  
copies will be reproduced and collated by ER/[ ] and forwarded to the  
Supply and Services Section/TR. 25X1

4. The reproduction of the BOC study material The Gospel According  
to Marx, 200 copies, has been completed by Printing Services Division/  
Logistics and all copies delivered to the Chief, BOC/BS/TR.

5. The 22 August issue of the Instructors' Guide to Current References  
has been received from PSD/LO, and distributed by ER/[ ] The text for 25X1  
the 6 September issue has been received by ER/[ ] and the preparation of 25X1  
the issue is currently underway.

6. Catalog of Courses. Revisions, 1 November 1955, all catalogs--  
the revisions from the School Chiefs are to be submitted prior to  
17 September 1955 for the 1 November publication.

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7. A photostat copy bibliography of 66 items concerned with the training of foreign nationals was forwarded to [ ] RQM/OIS, as per request. [ ] FE/6, has expressed an interest in the same materials, specifically in the pedagogical practices in the SEA Area, with an emphasis on methods used in technical instruction. No specific request was made; [ ] was made familiar with the activity of [ ]

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8. A listing of 100 topic subjects were submitted by LS/[ ] to [ ] LETS, at his request for use by guest speakers in the LETS foreign language training program.

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9. The editing of the TSS film dealing with the [ ] Equipment, has been started by the Film Production Branch and the Audio Aids Section/ISB under the direction of [ ] A total of approximately 4800 feet (12 reels) of movie film was exposed and processed.

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10. Attendance at language films--

Portugese	8/17/55	[ ]
Russian	8/18/55	
French	8/23/55	

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11. No overseas requests or lesson plans were received during the week.

12. A program of "on-the-job" training has been arranged within AAS/ISB for [ ] will be briefed and given instruction in the operation and proper utilization of audio and film projection equipment. The arrangements have been worked out between Chief, ISB and [ ] FE/[ ] [ ] has been assigned as an instructor (FI) at the training base at [ ]

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25X1

13. Arrangements have been worked out with the Interim Assignment Section/PERS [ ] and Chief, VAS/ISB, to have IAS compile and collate a non-classified picture-idea "morgue" for the VAS staff. The picture file will be used as reference material by the VAS art staff in the preparation of training charts, materials, and aids.

14. Training aids completed during the week:

- a. DTR--1 chart, for CSR lecture
- b. OPS/[ ]--Miscellaneous lettered cards, total: 11
- c. INTEL/Reading Improvement--Processed 12 ft. of ophthalmograph film.
- d. BASIC/BOC--1 organization chart, for reproduction.
- e. [ ]--Layout and varityping for 1 graphic aid used in a training problem.

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